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CHAPTER 1: INTRODUCTION

Welcome from the Clubs & Activities Coordinator

I am excited about your interest in student clubs. I believe that involvement in clubs is a great way to get connected to the campus, develop leadership skills, meet people and have fun. As a club member you will find yourself being connected to campus in ways you might not expect. You will have many opportunities to put to use the skills you are learning in class every day, and to me that is what education should be about, real life. Many of the relationships that you build throughout your college experience will last a life time, and being a club member will allow you to make those connections and start to build those relationships.

Participating in a club at Humboldt State University provides a tremendous opportunity to hone leadership skills, connect with individuals whose scholarly interests relate to your own and to develop relations with staff and faculty who can serve as mentors during your academic and personal journey at the University.

Students who are involved with clubs feel more connected to the campus, and are more likely to report higher levels of satisfaction with their college experience. Being involved encourages your development on all levels: intellectual, cultural, spiritual and social. You will gain knowledge, skills, and experience in leadership, communication, problem-solving, group development and management, budgeting and finance, presentation and public speaking, and much more.

I look forward to working with each of you and encourage you to come by and introduce yourselves. I am here to help make your experience at Humboldt State the best it can be.

Sincerely,

Jerri Jones, Clubs & Activities Coordinator

Introduction

This handbook has been compiled as a resource for conveying the policies and procedures that govern how club members may request assistance in accomplishing club goals. The University is dedicated to supporting student engagement that enhances learning in a safe and respectful environment while allowing for flexibility, diversity and creativity in the types of student events and activities that flourish in our campus community.

Building Community

Your campus experience will be enriched by your acceptance and celebration of diversity on this campus. It is the goal of the Clubs Office to provide a mutual respectful environment, free from discrimination and un-acceptance, where students, staff, and faculty can build and sustain an environment that is free from intimidation, harassment, disruption or violence aimed at limiting freedoms, or interfering with a student, faculty, or staff member's performance.

Membership

The Clubs Office encourages student organizations to make a conscious effort to undertake recruitment efforts to ensure diversity with the group's membership and to take steps to reach populations currently underrepresented. Recruitment materials and activities should be designed to promote and embrace diversity. All members will be required to register with the clubs office in order to access resources.

Membership Development

Groups should carefully examine their screening criteria to ensure that it is inclusive of all students on campus. Abusive behavior toward, or hazing of a member of the campus community is forbidden.

Categories of Student Organizations

Associated Students Programs

Such as: Eric Rofes Queer Resource Center, Campus Center for Appropriate Technology, Campus Recycling Program, MultiCultural Center, Women's Resource Center, and Youth Educational Services.

Academic

Foster the application of a particular academic field or discipline.

Cultural

Foster cultural diversity and support for their members and the campus community.

Environmental

Foster the discussion and support of environmental issues and concerns.

Honor Society

To recognize academic accomplishments and/or leadership contributions, and/or co-curricular achievement among HSU students or to promote programs encouraging academic success.

Greek letter

Greek letter social organizations, including both general and culturally based organizations, create smaller communities within the larger University environment for the purposes of facilitating growth in the areas of scholarship, personal, and leadership development, campus involvement and community service.

Religious

Serve as a support for students of a particular religious persuasion or denomination.

Special interest

These organization's focus may include: Service and Support, Recreational Activities, Leadership Development and Political.

Sport

The HSU Sport Club Program consists of competitive collegiate club teams.

CHAPTER 2: STUDENT ORGANIZATION RECOGNITION PROCESS

All clubs must go through a reactivation process each fall. Check your club mailbox each fall for the reactivation packet.

Steps to Becoming a University Recognized Club

The following checklist will help you through the recognition process. Please make sure ALL of these forms are completed **before** you turn in this packet:

Intent to Organize: this form should be completed by the club representative and signed by the advisor. This requires a list of 8 currently enrolled, fully matriculated Humboldt State University students, their signatures and HSU I.D. numbers.

Contact Card: be sure all spaces are filled out accurately. You must have a Humboldt State University faculty or staff member serve as an "advisor". An "advisor" provides informal contact between student and the University, continuity from year to year, and can be an important resource. **Note:** Be sure the advisor signs the back of this form.

Club officers (president and treasurer): Club officers must meet club officer requirements, which will be verified by the Clubs Office.

Volunteer Appointment Form: Have club advisor complete and sign the form, and turn it in with the rest of this packet.

Club Constitution: Draw up a constitution for your organization according to the guidelines in the sample constitution included in the packet, submit completed constitution.

Submit packet: Submit all forms from the packet to the Clubs Office. At that time the Clubs Office will schedule a time for you to meet with the Clubs Coordinating Council (CCC). This council will review your proposal and notify you of your club's status.

Be prepared to answer the following questions at the CCC Meeting:

- * Tell us about your club?
- * How will your club select leadership positions (officers)?
- * Are there any qualifications for membership in your club? Who gets to vote?
- * How will your club connect with other clubs?
- * We encourage our clubs to be inclusive and representative of the diversity of the student body at HSU. How might your club accomplish this goal, and benefit the campus and local community?
- * Do you have any questions for us?

CLUB APPROVAL

Once your club has been approved there are several requirements that have to be met to activate your club.

Online Orientation: All Club Presidents & Treasures are required to watch an Online Orientation and complete a quiz to be recognized as a HSU Club or Organization. The link to the Moodle site is on the Clubs & Activities Homepage (**www.humboldt.edu/clubs**).

Club Member Registration: All club members must register online in order to access resources, such as: travel funds, grants, supplies and tabling. You must have at least 5 total members registered to be recognized as a HSU Club or Organization. The link to the registration site is on the Clubs & Activities Homepage (**www.humboldt.edu/clubs**).

Orientation Meeting: Once your club/organization has been approved, our staff will contact you to schedule an **orientation meeting** in the Clubs Office to review pertinent policies, procedures, club resources and answer any questions you may have.

NOTE: Greek organizations and Sports clubs have additional requirements. Please ask a staff person for more information.

Changes or Updates to your Club & Organization Contact and Registration Form

If an organization wishes to change their name, advisor, or has minor updates to their constitution, simply come by the Clubs & Activities office to note the change. If there is a major change to the organization's mission statement or purpose, the organization will need to go through the proper approval process.

Club Responsibilities

1. Appointment of a university faculty or staff advisor (see section on student organization advisors).
2. Adherence to all university rules and regulations, including those pertaining to hazing, alcohol, publicity, posting, sale of food and merchandise, drawings, use of campus equipment and dances.
3. Compliance with the club's own constitution and by-laws; and, when applicable, constitutions and by-laws of affiliated national organizations.
4. Avoidance of activities that pose undue risk to the safety of individuals or which create liability for the club and the University.
5. Avoidance of any act of dishonesty, breach of law or University regulation, or any public or private act that brings discredit to the University.
6. In order to maintain University recognition clubs must submit an updated Club Contact Card to the Clubs Office at the beginning of each academic year (these will be placed in the club mailboxes at the beginning of the fall semester). Return the card to the Clubs Office within 30 days of the start of the semester. Failure to submit this card will result in the club being declared inactive. Once declared inactive, the club must repeat the entire club recognition process to regain active status.
7. Academic Requirements for Student Officers: Students desiring to hold a leadership role for their club (President and Treasurer) must submit an unofficial HSU academic transcript along with their Clubs Contact Card. Transcripts will be evaluated to make sure that they comply with the CSU minimum requirements for Minor Student Representative Student Officers. The requirements are:
 - a. Students must be matriculated, enrolled at HSU and maintain a minimum overall GPA of 2.0, (GPA of 3.0 for Post-baccalaureate student) be in good standing, and cannot be on any type of probation.
 - b. Students holding office must be enrolled in at least 7 units (Graduate students 5 units).
 - c. Undergraduates are allowed to earn a maximum of 164 semester units and hold office (Graduate/Credential 50 units). In order to determine eligibility for office, your President and Treasurer must submit an unofficial HSU transcript to the Clubs & Activities Office with their Club Contact Card.
8. A club may be held accountable for the actions of its members if the behavior is or can reasonably be considered to be related to the activities of the club. (Specific acts of such misconduct are spelled out in Section 41301 of Title 5 of The California Code of Regulations excerpted in the back of the university catalog under the section

entitled, "The Fine Print, Students Rights and Responsibilities." Such misconduct need not be officially sanctioned by the club membership in order to be considered grounds for sanctions against the club. The individuals may be subject to separate criminal and/or university sanctions.

9. Policy on Non-Student Club Members: Clubs established at Humboldt State University are supported through the Clubs Office with the intent of providing opportunities for students to have educational, cultural, recreational, and social experiences outside of the classroom. The Clubs Office recognizes that community members may enhance club activities and are welcome to be members of clubs. However, non-student club members are limited in the following ways:
 - a. They may not hold an office position in the club.
 - b. They may not be funded for club travel through the Club Coordinating Council.
 - c. They cannot be the contact person for the club.
 - d. A maximum of 20% of the members of a student organization may be individuals who are not currently enrolled HSU students.
 - e. They cannot order equipment, reserve rooms, or reserve vehicles through plant operations.
 - f. They cannot vote on club-related business.

In the event that you would like to file an appeal, make an appointment with the Clubs Coordinator by calling the Clubs & Activities office (826-3776).

Club Privileges

Recognition as a University Club is a privilege, not a right. This privilege carries with it certain responsibilities. Club members are obligated to conduct themselves in a manner that is a credit to themselves, their fellow club members, advisors and the University. Failure to uphold these responsibilities may result in the temporary or permanent loss of recognition and accompanying privileges. Lesser sanctions, such as community service and reimbursement for damages, may also be imposed.

Once your club is recognized it may enjoy a variety of privileges. These include:

1. The use of Humboldt State University's name in association with your club.
2. The ability to conduct fundraising activities on campus.
3. The use of campus facilities and club equipment.
4. The right to participate in various campus activities (i.e. Clubs & Activities Fairs, Athletic Events, Homecoming, The Clubs Office Holiday Craft Fair, the Preview Fair and much more).

CHAPTER 3: STUDENT ORGANIZATION ADVISORS

Who Can Be an Advisor?

All student organizations must have an on-campus faculty or staff advisor in order to obtain official recognition. Advisors must be .5 time base or above and employees of HSU. Auxiliary staff and student assistants are not eligible to serve as advisors.

Roles and Responsibilities of Advisors

The Advisor:

1. Serves as an advisor, mentor and guide.
2. Is aware of the policies and procedures for student organizations contained in this handbook and knows university policy affecting such groups; also ensures that the student leader for the organization are informed of these policies.
3. Is aware of their student organization activities and program and provides signature authority where appropriate on event approval and other pertinent forms.
4. Encourages leadership development.
5. Assists with organizational continuity and officer transition.
6. Encourages student leaders to critically examine the organizations structure and activities to ensure compliance with university regulations and to avoid any liability
7. May terminate their commitment at any time by contacting the Clubs & Activities Coordinator. Whenever possible the retiring advisor should give assistance to the student organization in locating a suitable replacement.
8. May be required to attend programs, dances, activities, or meetings sponsored by the student organization they advise.

Resources for Advisors

The Clubs & Activities Office, handbook and website should be utilized as a resource for advisors.

Selecting Your Advisor

Student organizations may choose their own advisors from any department or college across the campus.

Tips for students:

1. Sit down and talk as a club about your expectations of an advisor.
2. Before making a selection, consider finding someone who will have the time to devote to your club, and who will take the role willingly and seriously.
3. If possible, choose someone who shares some of the same interests of your organization.
4. If your organization is academic, try and find an advisor that works in that field.

5. When approaching your potential advisor for the first time, make certain they have a clear understanding of your organization's purpose as well as what will be required of them in their role, duties and time commitment as advisor.

Responsibilities of the Organization to Advisors

1. Provide the advisor with the schedule of meetings and events.
2. Send the advisor a copy of all minutes.
3. Obtain the advisor's approval and signature on Event Approval Forms for all events and activities.
4. Talk about specific expectations in terms of notification of and involvement in organizational activities.

CHAPTER 4: AVAILABLE SERVICES THROUGH THE CLUBS & ACTIVITIES OFFICE

The Clubs Office is located in the University Center, South Lounge. Clubs can pick up their mail, work on banners, check out club supplies, and do club-related work in this office. The Clubs Office provides a welcome resource when in the search for answers about club functions and policies. The office is open from 9:00 am to 5:00 pm, Monday through Friday. You can reach us at 826-3776, by email at clubs@humboldt.edu, or on the web at <http://www.humboldt.edu/clubs>.

Club Mail

All clubs are assigned a mailbox located in the Clubs Office. Important dated announcements such as the availability of travel & event funds and dates of workshops and activities are delivered to clubs through campus mail or through clubs email. It is important that a club member check the mailbox at least once each week so you do not miss any possible opportunities. Mailboxes also provide a convenient place where students can leave their name and contact information indicating their desire to obtain more information about your club.

Club E-mail

E-mail accounts are automatically assigned to all campus clubs. The Clubs Office assigns e-mail accounts to club presidents through HSU's e-mail system. Clubs are strongly encouraged to use their official HSU club e-mail for communication, as it is listed as the primary contact for the club on the Clubs and Activities website.

Club Web Space

All Clubs are automatically assigned a club web space through the Clubs and Activities web-site at www.humboldt.edu/clubs. Login information is available at the Clubs Office. These club web spaces have been designed to be a resource for clubs, students, prospective students and the HSU community. Each web space gives clubs the ability to update important information such as club meeting times, location, club events and how to join. Other features on the club web site include an Activities Calendar, Clubs Office announcements, information about how to start a new club, advisor resources, downloadable forms and the Club Handbook.

Fax

Clubs may send or receive faxes which are related to club business. The sender should be instructed to put the name of the club on the fax transmittal form. The fax number is (707) 826-3791. The Clubs Office staff is available to send faxes for you.

Club Supplies

The Clubs Office has the following supplies available to clubs for fundraising or other purposes. Supplies should be returned clean, dry and in good condition. Cleaning supplies are available upon request. Equipment should be reserved in advance to ensure availability. Items not returned and/or damaged must be replaced by the club that checked the items out.

List of Current Supplies

1. 12 large tables (3' x 5')*
2. Cash boxes
3. 2 double electric burners
4. Small and large coffee percolators
5. Button Maker
6. 2 fire extinguishers
7. Security jackets/shirts
8. Extension cords
9. 2 buckets
10. 2 Hand washing stations
11. 2 ice chests
12. Laminator

*Requests for tabling on the UC Quad should be made through the Clubs Office. We have a key to the closet where the tables are stored.

Leadership Resource Center

The Leadership Resource Center is a small library designed to help clubs and organizations run more effectively and efficiently. The Center is equipped with a desk, and phone (no long distance calls). Resource books and games are available and can be checked out (2 week limit). Club officers are encouraged to use these resources to help with running

meetings, recruiting and retaining members, team-building and other group activities. The Leadership Resource Center is located in the UC, South Lounge. You must come to the Clubs Office to check out a key for this facility.

CHAPTER 5: PROMOTION & ADVERTISING

Clubs & Activities Fairs

The Clubs Office plans a Clubs & Activities Fair each semester. The fair consists of a one-day gathering of campus clubs on the UC Quad. The fair provides an excellent opportunity for clubs to advertise their existence, solicit new members, raise funds, or hold demonstrations of club activities. The Clubs and Activities Fairs usually take place the third Wednesday of each semester. You will be notified of the dates of the fair and given the sign-up information during the first week of each semester.

Besides the two large club fairs during the academic year, there are also many clubs fairs that take place during the year, including Fall Preview and Spring Preview.

Flyers and Other Promotion Opportunities

1. Flyers being posted around campus on bulletin boards must each have a stamp from the University Center Information Desk. Please review University Center Bulletin Board Policy available at the UC info counter or below under additional campus policies.
2. All printed promotion for concerts or dances must say "18 and over or HSU ID required" unless given special permission by the Clubs Coordinator and Facility Manager.
3. All flyers must have club name and contact number listed.
4. All flyers should contain the accessibility statement.
 - a. (Persons who wish to request disability related accommodations should contact the (club name and contact person) at (club phone), or email at (club email) as soon as possible. Some accommodations may take up to several weeks to arrange.
5. The Clubs & Activities Office provides:
 - a. Bulk Mail Requests.
 - b. A calendar of activities on the website.
 - c. Chalking, Staking, Tabling & Food Sale and Distribution Cards.

Banners

Banner making materials are available in the Clubs Office (white banner paper, large paint pens, colored chalk, stencils, etc.). These supplies are for recognized campus clubs wishing to advertise club related activities or publicizing club name. There is a box in the Clubs Office for permanent banner storage, as well as a recycle box to hold your old banners for re-use.

There are a limited number of banner spaces allocated for use by Clubs and Organizations. Banner reservations may be made at the UC information Desk (826-4414). Each club is restricted to ten business days of banner space per semester. In the event that all club spaces are reserved, clubs may still submit banners to the Information Desk. They will be posted in the event of a cancellation or no-show of another banner.

Due to space limitations, the following guidelines must be adhered to:

1. Banners may only be used to publicize special events open to and held primarily for the campus community.
2. Banners may NOT be used to endorse political parties, candidates, or initiatives, including items pertaining to Associated Students elections.
3. Banners must be larger than 2' x 3' but may not exceed 3' x 5.5'.
4. Paper used to make banners must be at least equivalent in weight to butcher paper.
5. Banners must be dry when submitted to the Information Desk.
6. Banner space may be reserved up to one (1) academic semester in advance of the event. Banners may be submitted without a reservation; however, there is no guarantee they will be posted.
7. Banners should be submitted to the Information Desk no later than 4:00 p.m. the weekday prior to the requested day of posting.
8. In the event of inclement weather (wind, rain, etc.) banners will not be posted. Days that banners are not able to be posted still count as part of the ten-day limit.
9. Banner materials are available for club use through the Clubs and Activities Office located in the South Lounge.
10. The sponsoring club/organization's name must be on the banner. Banners without the sponsor's name will not be posted.

* Reservations for a banner space should be made well in advance of the event through the University Center Information Counter (826-4414).

Tabling on the UC Quad

Clubs should check with the Information Desk before setting up tables in the lower quad to see if it has been reserved.

- Rules:
 - Can only occur Monday through Friday 9AM – 5PM
 - Cannot block walk-ways
 - Cannot hock
- *On campus groups*
 - Groups or individuals not associated with an official campus club and who want to table on the quad must fill out an appropriate tabling form available in the Clubs and Activities Office.

- These groups or individuals must supply their own table.
- *Recognized Clubs and Organizations*
 - Recognized Campus Clubs or Organizations must fill out the appropriate tabling form available at the Clubs Office. Since there are a limited number of tables available from the Clubs Office, it is best practice to get the tabling form into the Clubs Office as soon as possible.
 - Clubs may not use state resources to endorse individual political candidates.
- If clubs would like to table in other spaces on campus, they must obtain appropriate approval from the designated building coordinator. A current list of Building Coordinators can be found at:
http://www.humboldt.edu/adminaffairs/Downloads/building_coordinator_list.pdf

Non-Profit Off Campus

- Off campus groups or individuals are allowed to table on the UC quad as long as they are not selling anything or promoting a business. These groups must follow the general tabling rules as stated above.
- *For-Profit Off campus*
 - These groups or individuals will only be permitted to table during the first three weeks of the semester.
 - These groups or individuals will be charged a \$100 fee per day to table on the UC Quad.

For the complete Quad Policy please visit the Student Affairs Website at:
http://studentaffairs.humboldt.edu/Download/vpoffice/quad_policy.pdf

Photocopying/Printing

Clubs may have black and white 8 1/2" x 11" photocopies made (up to 200 per year) free of charge. This photocopying is limited to flyers and advertisements for events or meetings and does not include photocopies of internal club documents.

Steps to requesting copy services:

1. Obtain copy service request at the Clubs Office. The Clubs Office will complete and approve the form.
2. Take your original flier and the Copy Service Request to the Ticket Office located in University Center, 2nd floor.
3. Let the Ticket Office know when you'd like to pick up your copies. Clubs are responsible for picking up their own copies.
4. Make sure you bring the pink copy of the Service Request back to the Clubs Office.
5. All Club fliers being posted on campus bulletin boards must have a stamp from the University Center Info Desk.

Once you have reached your 200 free copy limit at the Ticket Office you will then be responsible to pay for photocopies.

Clubs can request copy services through HSU Marketing and Communication. Please visit their website for more info on available services and costs at:
www.humboldt.edu/marcom/

Bulk E-mail

Clubs may advertise their events via bulk e-mail. You can pick up a Bulk E-mail Request Form in the Clubs Office. Bulk e-mail submissions must be received in the Clubs Office by 4PM on the Wednesday before the event. Due to student and staff concerns about “junk mail,” the University is extremely selective in approving bulk e-mail.

Your request must comply with the following criteria in order to be approved:

1. It must pertain to official University business.
2. It must pertain to the majority of the student body.
3. It must be a campus-wide event.
4. It cannot be used for fundraising or solicitation.
5. It cannot publicize regular club meetings.

Chalking

Chalking may be done on a limited basis and must first be approved by the Clubs Office and Plant Operations. Only “sidewalk chalk” may be used and there are limits as to where on campus you can chalk. Please stop by the Clubs Office to pick up the chalking permit and find out all of the details. After completion of the advertised event, clubs are responsible for cleaning up the chalk with a scrub brush and water. The Clubs Office has a bucket and scrub brush that can be used to remove chalking. If chalking happens in unpermitted areas or isn’t cleaned up in a timely manner, a club could lose its chalking privileges. The clubs office can revoke chalking privileges at any time and may institute no chalking days.

Staking

Staking may be done on a limited basis and must first be approved by the Clubs Office and by Plant Operations. There are limits as to where on campus you can stake. There are also time limits for staking. Please stop by the Clubs Office to pick up the staking permit and find out all of the details. After completion of the advertised event, clubs are responsible for removing all the stakes.

Note: Please be conscientious of utilizing student computer labs and copy machines to print large numbers of fliers or posters. Computer lab resources are designated for academic use; unreasonable utilization of these resources by a club may result in loss of recognition as a university club and loss of privilege of services through the Clubs & Activities Office.

Staking (Housing)

Housing has their own staking policies and approval forms. Please contact them directly at 826-3451.

Use of HSU Name or Symbol

Officially recognized student organizations have the opportunity to use the University's name, and logo in conformity with campus policies. The words "Humboldt State University," "Humboldt State," and "HSU" may be used.

Please visit Marketing and Communications website for Campus graphic identity standards, as well as downloadable HSU wordmarks at:

<http://www.humboldt.edu/marcom/campusResources.php?section=standards>

Posting in Residence Halls

Clubs may leave twelve approved posters at the Housing Office located on the second floor of the Jolly Giant Commons. These will be placed in each display cabinet in the residence halls, additionally; you may leave a stack of approved flyers to be posted on each floor on a space available basis. Flyers posted directly in the residence halls and/or Jolly Giant Commons without approval from Housing, or flyers without the approved university stamp will be removed from the halls. In addition, any large banners on the 1st or 2nd floor of the JGC must be approved by the Housing Office (826-3451).

Table tents are no longer accepted. The Dining Manager recommends emailing (adw7001@humboldt.edu) information or a PowerPoint slide to use the Television systems in the dining hall of the Jolly Giant commons.

Public service announcements (KHSU and KRFH)

For a complete listing of local media please contact the Clubs & Activities Office.

Promoting events through the Lumberjack Newspaper

Clubs may promote their events or meetings in the calendar section free of charge. You can pick up the Lumberjack form in the Clubs Office or in the Lumberjack Office (Gist Hall 227). The form must be submitted to The Lumberjack by Friday at 4:00 p.m. for publication the following Wednesday. Publication is not guaranteed due to space limitations. You may also purchase ad space in the Lumberjack.

Newsletters/Brochures

Your club may decide to publish a newsletter or brochure for distribution. It is important that you include the following disclaimer "*The views in this publication (by "club name") do not necessarily reflect those of Humboldt State University.*" This must be included in all publications, even if the newsletter is intended only to be distributed to club members.

Off-Campus Advertising

The City of Arcata has installed kiosks around the downtown area that can be used for

publicizing events. Many local merchants will display posters and flyers in storefront windows also. Please check with the reception personnel of these merchants before posting or leaving flyers and brochures. *It is illegal to post materials on utility poles or other private property without the permission of the owner.*

CHAPTER 6: FINANCIAL INFORMATION

Club Accounts

All clubs are required to conduct their financial activities through their Associated Student (AS) Accounts. **External banking arrangements outside the University or campus auxiliary organizations are prohibited.** If your club presently has an off-campus account it must be closed immediately and all funds must be deposited into your AS account. Failure to do so may result in losing your club status.

Clubs may set up a free checking and accounting service through the AS Business Office. The Business Office sends a monthly print-out to all clubs with account information. You should review this sheet carefully when you receive it. If you have any trouble understanding the print-out, contact the AS Business Office at 826-3771.

To set up an account, the club member in charge of finances (usually the treasurer) should obtain a signature card from the AS Business Office or the Clubs Office. Signatures must be obtained from the Treasurer, Club Advisor, and the Club Coordinator. In order to receive the signature of the Club Coordinator the club must be an active club. These signatures are then kept on file in the AS Business Office for reference. Clubs will then be assigned an account number. Signature cards must be updated annually, and when club treasures or advisors change.

Steps to filling out a check request

1. Obtain all original receipts, invoices, purchase orders, service agreements (with a legitimate independent contractor) and etc. A credit card charge with itemized receipt is acceptable. Please make it a habit of retaining all original receipts.
2. Fill out a "check request" available in the AS Business Office. You will need to include a detailed explanation of the expenditure, as this will appear on your printout. Checks are dispersed twice a week; therefore requests should be filled out before the check is needed.
3. Submit "check request" along with original receipts to the AS Business Office and retain the pink copy and a copy of your receipts for your records.

Steps to depositing funds into your AS account

1. Fill out a "deposit slip" available in the AS Business Office. You will need to include a detailed explanation of the deposit, as this will appear on your printout.

- a. The “deposit slip has carbon copies; the original white and yellow copies must be detached and deposited with the money (this could include cash or checks).
- b. Put the white and yellow copies of the “deposit slip” and the cash or checks in an envelope (these can be obtained from the AS Business Office) and deposit into the mail slot just to the right of the University Center Info Desk (look for the Clubs Office sign). Keep the pink copy for your records.

AS Event Funding Grants

Activities Coordinating Board/MultiCultural Center Allocation Board for Event Funding

Clubs and Activities Grants up to \$1,000

Clubs and Activities Grants are available for on-campus events and activities that are free to HSU students, and open to the community. Grants are used to encourage student groups to put on high quality events or invite speakers, performers, and professionals to campus. All events receiving a Clubs and Activities Grant must occur before the last day of spring semester.

Stipulations:

- Preferences will be given to programs that have secured support from other sources, such as fundraising.
- This money is not intended to fund equipment or classroom activities or endorse political candidates.
- Food purchases must be an integral part of the event in order to receive up to \$50.00 per grant. For food purchases over \$50, written prior approval must be obtained from the Administrative Vice President, in consultation with the AS General Manager.
- After the event, grant applications will not be considered.
- These funds can be used to pay travel costs for a speaker or performer.
- No more than \$1,000 can be allocated to any one organization in any one semester. If event funding includes an allocation from a cultural programming grant, no more than \$2,500 can be given to a single event.
- If an organization requires more than the maximum (over \$1,000) for an event, members are encouraged to seek AS unallocated funds.

Cultural Programming Grants up to \$2,500

Cultural Programming Grants are available for on-campus events and activities that are free to HSU students, and open to the community. Grants will be provided for on campus events that promote social justice, educate and raise awareness of cultural diversity, equity, cultural celebrations and traditions. All events receiving a Cultural Programming Grant must occur before the last day of spring semester.

Stipulations:

- Preferences will be given to programs that have secured support from other sources, such as fundraising.
- This money is not intended to fund equipment or classroom activities or endorse political candidates.
- Food purchases must be an integral part of the event in order to receive up to \$200 per grant. For food purchases over \$200, grant recipients must complete a food funding form and obtain written prior approval from the Administrative Vice President, in consultation with the AS General Manager.
- After the event, grant applications will not be considered.
- These funds can be used to pay travel costs for a speaker or performer.
- No more than \$2,500 can be allocated to any one organization in any one semester. If event funding includes an allocation from a Clubs and Activities Grant, no more than \$2500 can be given to a single event.
- If an organization requires more than the maximum (over \$2500) for an event, members are encouraged to seek AS unallocated funds.
- All events receiving a grant must display the AS logo, the name of the sponsoring student group and the accessibility statement on all promotional materials. All publicity for events shall be reviewed and approved by the Clubs Office if you receive a Clubs and Activities Grant; and by the MultiCultural Center if you receive a Cultural Programming Grant, **in advance of posting.**

Funding Limitations

Because these funds are student generated through The Associated Students, there are some limitations that need to be considered when applying for funding.

We CAN fund the following

- *Publicity (flyers, posters, newspaper ads, etc.)*
- *Lodging for speaker/performer*
- *Supplies & Equipment rental for proposed events*
- *Nonprofit/nondiscriminatory events*
- *Fees for speaker/performer (people who are not HSU faculty, staff, administrators, or students)*
- *Travel costs for speaker/performer*

We CANNOT fund the following

- *Equipment purchases*
- *Classroom activities*
- *Food (except where food is an integral part of the program, but not the sole purpose of the event)*
- *Alcohol*

- *Nonevent specific publications/pamphlets/booklets*
- *Tournaments/games/fundraising events*
- *Clothing or costumes*
- *Awards, wages, or specialty items for club members*
- *Presenters or performers who are HSU faculty, staff, administrators, or students*

Grant Application Process

1. *Application for Funding must be typed and complete. Note: Events occurring after a grant deadline will not be considered for funding. The only exceptions are events occurring before the first grant deadline. Grants may be obtained at the Clubs and Activities Office or at: <https://www.humboldt.edu/forms/node/264>*
2. *Your club/organization advisor must sign the funding application form.*
3. *Applications can be submitted to the Clubs & Activities Office.*
4. *A student representative must be present at appointment time which will be emailed to the contact listed on the application. Failure to send a representative will likely result in a funding request denial.*
5. *All flyers advertising events must include an accessibility statement, AS Logo, and name of sponsoring student group. All publicity must be approved by the Clubs Office for a Clubs and Activities Grant or by the MultiCultural Center for a Cultural Programming Grant.*
6. *If your event is canceled or postponed, please contact the Clubs Office as soon as possible.*

These grants are provided and supported by the Associated Students of Humboldt State University.

CHAPTER 7: DONATIONS, SOLICITATIONS AND FUNDRAISING

Definition of Donations and Fundraisers

Generally, donations are considered to be the complete, voluntary and unconditional transfer of money or other assets. Fundraisers typically include a transfer of money in exchange for a service or product, such as a car wash or spaghetti dinner.

Funding Requests

All campus funding requests should be submitted with a categorical budget to the Office of Student Affairs. Clubs and Organizations should not solicit funding directly from other sources on campus without prior approval from the Vice President of Student Affairs.

Donations

Your club may ask for donations from a variety of sources including club members, parents, local and national retailers, as well as alumni and friends of the university. The Office of University Advancement recommends that you refer to the "[University Communication &](#)

[Solicitation Guidelines](#)” at:

<http://www.humboldt.edu/advancement/docs/CommunicationSolicitationGuidelines.pdf> regarding all donation solicitations. If you do not find the information readily available in the guidelines, please contact Advancement Services for clarification. They can be reached at extension 5142 or 3130.

Clubs who receive cash/check donations or non cash gifts (In-kind donation) will need to fill out a Donation Acknowledgement form and submit it to University Advancement.

Types of Fundraisers

There are a variety of fundraising activities clubs may sponsor. A few suggestions are: food sales, car washes, drawings, dances, thons (walk-a-thon, etc.). Different fundraising activities may be regulated by certain campus policies. Income generated through fundraising must be deposited on a regular basis into your AS Checking Account. Contact the Clubs Office for further clarifications of policies or additional fundraising ideas.

Solicitation

All solicitors must adhere to the University’s policy regarding the dissemination of information and/or products. Any action that would disrupt the Universities educational mission will not be permitted. The University regulates time, place, and manner of all forms of speech, presentations, solicitations, and sales.

To view the solicitation policy in its entirety please visit the Student Affairs’ Website at: http://studentaffairs.humboldt.edu/vpoffice/campus_solicitation.php

Food Policy

On campus food sales is restricted to University recognized student organizations. Organizations wishing to sell food on campus must complete a Food Sales and Distribution Certification Form at the Clubs and Activities office, at which time each member of the organization wishing to participate in food sales or handling must obtain a Food Sales and Distribution Certification Card. All organizations participating in food sales and handling must adhere to the guidelines outlined in the Temporary Food Facilities and Food Sanitation Policy [Executive Memorandum P10-02].

Any club or organization who wishes to operate a temporary food facility on the HSU campus must submit a Temporary Food Facility Permit Application to the office of Environmental Health and Safety at least five (5) working days prior to the preparation and/or dispensing of any food items. Upon receipt of the application, the Food Safety Officer will review the application and will either issue a permit or return the application with one of the following notices within forty-eight (48) hours:

Denied – request further information

Denied – proposed food items are not allowed under the HSU Temporary Food Facility Policy

Pending – Food Safety Officer needs to consult Humboldt County Department of Health Services

To review the complete Temporary Food Facilities and Food Sanitation Policy, please visit: <http://www.humboldt.edu/president/documents/P10-02TemporaryFoodFacilities.pdf>

Merchandise Sales

Only organizations recognized by the University may hold sales on campus by filling out the appropriate tabling form at the Clubs Office prior to the date of the sale. Since there are a limited number of tables available from the Clubs Office, it is best practice to get the tabling form into the Clubs Office as soon as possible. Tabling forms must be filled out once each semester.

If clubs would like to table in other spaces on campus, they must obtain appropriate approval from the designated building coordinator. A current list of Building Coordinators can be found at: <http://www.humboldt.edu/~facsmgmt/Building%20Coordinator/09-10/Building%20Coordinator%20List%202009-10.pdf>

Athletic Events

For opportunities to be involved at HSU athletic events contact Tom Trepiaik, Associate Director of Athletics at 826-5959 or visit the Clubs Office to reserve tables at Football Games.

Club Events

Any club event that collects money must deposit all funds into their AS club account. For information on organizing club events, please refer to “Organizing Events” section of this handbook.

Drawings

A Drawing is different than a raffle. (Raffles are illegal because they are considered gambling; in a raffle you have to pay to enter and win while a drawing is free of charge to enter).

There are only three restrictions on drawings:

1. Only approved campus organizations can have them.
2. The word “drawing” must be used in publicity, not “raffle”.
3. Alcohol may not be offered as a prize.

CHAPTER 8: ORGANIZATIONAL TRAVEL

Clubs Travel Grants

The Clubs Coordinating Council (CCC) offers significant funding for club travel (approximately \$600 per club each academic year). These funds make it possible for clubs to travel to conferences or workshops they might be interested in, but are unable to afford. Travel funds may be used towards conference fees, hotel and transportation costs. All appropriate liability waiver forms must be filled out and turned in to the Clubs Office before any funding will be allocated. Funding must be requested before the travel takes place. Approved funds are paid to the club after the travel takes place and the Reimbursement Expense Form and proper receipts have been provided to the Clubs Office. The CCC provides funding for 75% of the total expenses, up to \$600 (i.e. if your travel costs \$300.00, the CCC may fund up to \$225 and your club must provide the remaining \$75.00). Travel funds are only available for travel within the continental United States. If air travel is utilized, students must turn in all boarding passes.

Tips on How to Receive Funding

1. Clubs are more likely to receive funding if they are putting in an effort to raise money from other sources, such as fundraising, donations, department letters, etc.
2. Clubs are more likely to receive desired funding if possible expenses are well-researched and calculated (gas prices, hotel room rates, etc.).
3. Travel funding is for a club activity. Unless costs are unusually expensive, we discourage solo traveling. In a given unusual circumstance, a solo club member may apply for a grant if he/she has proof of substantial club member support.
4. Grants will not be accepted without a completed list of the students traveling and their ID #s. A space for this is provided on the travel grant.
5. We will only provide reimbursement for HSU students in a club. Calculate your expenses accordingly.
6. CCC meetings are held weekly and fill up quickly. Please turn in your travel funding applications as early as possible so that they may be reviewed prior to the trip.

Groups may receive a total of \$600.00 per year for travel. Grant applications are available at the Clubs & Activities office or at: <https://www.humboldt.edu/forms/node/277>

For questions call the Clubs & Activities Office at (707) 826-3776, or email the staff at clubs@humboldt.edu.

Travel Policy

When a club is traveling outside of Humboldt County, the following guidelines must be adhered to. All documents must be submitted to the Clubs Office at least 5 working days prior to the date of the trip:

1. Request for Authorization to Travel Form
2. Release and Hold Harmless Pretravel Form, one for each person travelling

The Request for Authorization to Travel form may be obtained at the Clubs & Activities office or at: <http://www.humboldt.edu/forms/node/275>.

The Pretravel Release and Hold Harmless form may be obtained at the Clubs & Activities office or at: <http://www.humboldt.edu/forms/node/276>.

If using privately owned vehicles:

1. Authorization to use Privately Owned Vehicles on State Business (std. 261)
2. Copy of valid driver's license and current Defensive Driving Card

If renting vehicles:

1. Reservations must be made through Plant Operations:
2. Vehicle request form obtained at Plant Operations or at:
https://www.humboldt.edu/forms/sites/forms/files/vehicle_request.pdf

You will need:

- a valid driver's license
- current Defensive Driving Card
- to be 21 years of age or older

If your club does not follow these procedures, Humboldt State University will not consider your travel approved.

CHAPTER 9: ORGANIZING EVENTS

All on campus/off campus events must follow the policy guidelines plus any stipulations for specific types of events as noted below.

The HSU Event Policy pertains to events held by Associated Students recognized clubs & organizations. Events may fall under two categories – “open” and “closed.” Only open events require an application and signature procedure. However, if the event involves participants to engage in physical activities, other policies may pertain based on the recommendation of the Clubs Coordinator.

- A. An “open event” is defined as an event for which campus and community members outside of the sponsoring club are invited. This may include dances, concerts, festivals, speakers, etc.

- B. A “closed event” is defined as an event to which only the membership of the organization and invited guests are permitted to attend. No tickets may be sold at the door. Open invitation or advertisements (flyers, newspaper listing, radio spots, etc.) to the campus or community are prohibited. Such events may include club meetings, banquets, and other gatherings solely for club members and guests.

The status of any event (open or closed), if in question, will be determined by the Clubs Coordinator. The remainder of this policy, unless otherwise noted, pertains to open events. The procedures for the logistics of closed events generally follow the same policies and procedures as open events on campus. Please contact the Clubs Coordinator with questions about closed events.

For certain events, University Police may recommend that professional security be needed. In these cases, the club is responsible for financing University Police Officer presence or outside security.

Off-Campus Events

Many clubs choose to hold events off campus such as pancake breakfasts, banquets, fundraising events, etc. Facilities often used include the Arcata Veterans Hall, the Bayside Grange, Celebration Hall and the Arcata Community Center. If a club wants to sponsor an event at an off-campus facility they will be asked by the facility for a “Statement of Insurance” from the University. To get this “Statement of Insurance” stop by the Clubs Office at least two weeks prior to the event to fill out the appropriate request. Insurance will not be given for events where alcohol will be present. **Requests presented without one weeks’ notice will not be considered.**

It is critical that clubs understand that all campus policies apply to events sponsored off campus. Clubs and individual club members face possible university judicial action as well as criminal and civil actions for events that violate university policies and/or state/local/federal laws. An event does not have to be approved by or presented to the Clubs and Activities Office to be considered a club event or activity. The university considers an event to be the responsibility of a club if there has been any printed publicity including the club name or if there has been any verbal representation that a club is sponsoring an event. In addition, if a “reasonable participant” could consider the event to be sponsored by a club or organization, the university and/or a jury could also consider the event to be sponsored by that club.

The university assumes no responsibility for off-campus activities that have not gone through the approval process. If a club is interested in hosting an event off campus, members must get approval **at least 5 working days prior** to the date of the event, except the first 2 weeks of each semester. Approval includes:

1. Obtain a Student Events Application from the Clubs Website or the Clubs Office.
2. Complete the Application and obtain signatures in the order they are listed on the application (signatures include: Student Organizer, Staff or Faculty Advisor, Clubs Coordinator, Facility Manager and University Police).
3. Set up a meeting with the Clubs Coordinator to discuss Liability & Logistics. Additional stipulations may be required based on the type of event and/or risk assessment to be determined by the Clubs Coordinator.
4. Turn in completed Event Application to the Clubs Office. **The event cannot take place without a completed application turned in to the Clubs Office at least 5 business days prior to the event.**
5. The Clubs office will notify everyone who has signed the application that the event has been “approved.”
6. Statement of Insurance if required by off-campus facilities.

On-Campus Events

Many clubs choose to hold events on campus, such events could include: dances, concerts, workshops, lectures, film screenings, etc. The University has many facilities that may be reserved for little or no cost to clubs. (See “Reserving Facilities”)

Student Organizations must get approval for any event **at least 5 working days prior** to the date of the event, except the first 2 weeks of each semester. Approval includes:

1. Obtain a Student Events Application from the Clubs Office or at: <https://www.humboldt.edu/forms/node/280>
2. Complete the Application and obtain signatures in the order they are listed on the application (signatures include: Student Organizer, Staff or Faculty Advisor, Clubs Coordinator, Facility Manager and University Police).
3. Set up a meeting with the Clubs Coordinator to discuss Liability & Logistics. Additional stipulations may be required based on the type of event and/or risk assessment to be determined by the Clubs Coordinator.
4. Turn in completed Event Application to the Clubs Office. **The event cannot take place without a completed application turned in to the Clubs Office at least 5 business days prior to the event.**
5. The Clubs office will notify everyone who has signed the application that the event has been “approved.”
6. Student Organizations may coordinate an environmentally conscious Zero-Waste Event with the help of the Waste-Reduction & Resource Awareness Program (WRRAP). Contact the Zero-Waste Coordinator at wrrap@humboldt.edu.

Reserving Facilities

Clubs may use on-campus facilities for tabling, meetings and events. We suggest you reserve them in advance. Possible facilities include, but are not limited to:

- UC Quad, John Van Duzer Theater, Gist Theater
- Classrooms, Jolly Giant Commons, Siemens Hall rooms
- Nelson Hall East meeting rooms, Founders Hall rooms
- UC Quad may be reserved through the UC Information Counter (826-4414).

Room Reservations: Room requests may be submitted to the UC Information Counter (826-4414) for upcoming events. In general, reservations for Fall Semester are scheduled beginning in mid-March of the previous semester. Spring Semester reservations are entered beginning mid-October. This schedule applies to both UC facilities and HSU classrooms.

Jolly Giant Commons: has several conference rooms reserved through the Office of Residential Life on the second floor of the JGC. These rooms are primarily for use by students living in the residence halls but non-residents may reserve for HSU related purposes.

John Van Duzer Theater: may be reserved through Jayson Mohatt in Theater Arts Rm 103B (826-3410), or jm7001@humboldt.edu. This facility seats 750 people. Be prepared to pay for the use of this facility. The charges are: \$10 per technician per hour (usually 2-3 people), you will also be charged a \$100 flat fee. This facility is booked up to 2 years in advance and is extremely difficult to get access to.

Gist Theater: may be reserved through Jayson Mohatt in Theater Arts Rm 103B (826-3410), or jm7001@humboldt.edu. This facility seats around 120 people. Be prepared to pay for the use of this facility. The charges are: \$10 per technician per hour (usually 1-2 people), you will also be charged a \$100 flat fee. This facility can be difficult to book, so it is a good idea to call early.

West and East Gym: may be reserved through Tammie McGrady, Kinesiology and Recreation Administration, (826-4537). Kinesiology and Recreation Administration reserves other facilities such as, the Lumberjack Arena, KA Building Lobbies, The Pool, Upper Playing Field, Dance Studio (KA202A) and the Redwood Bowl.

Residence Hall Facilities must be reserved through the Housing Office (x3451)

BSS Native Forum: must be reserved through the Center for Indian Community Development (X5250).

Art Quad: must be approved and reserved through the College of Arts, Humanities & Social Sciences, Gist Hall 210 (x4491)

****Contact the Building Coordinators for reserving any other facility on campus.**

Sound and Lighting

Most of the local music stores will rent sound and lighting equipment to student groups. We suggest you call around for the best deal.

Audio-Visual

The Kate Buchanan Room has a built in PA system, LED projector, CD player, DVD and VCR available to groups. Goodwin Forum also has some media equipment in the room. Clubs need to contact HSU Media Services to arrange for an equipment orientation meeting in the KBR or in Goodwin Forum in order to be able to use the equipment.

Media Equipment

There are a variety of facilities on campus that come with audio and/or visual equipment (i.e. TV, projector, computer, speakers, etc.). For facilities that do not come with needed equipment media distribution services can provide equipment for a cost. Please follow the guidelines below:

1. Reserve equipment at extension 3166 or visit Gist Hall 221.
2. You will need your club's trust account number.

***There may be a fee for using equipment.**

***The sponsoring organization is responsible for any damaged or lost university equipment.**

Attendance Policy

- A. The sponsoring organization is responsible for the behavior of its members and guests. Attendance for dances/concerts is limited to the following:
 1. HSU students, faculty and staff with proper university identification.
 2. Non-students, 18 years of age or older, with proper identification.
 3. Exceptions can be made (i.e. for family events) with permission from the Clubs Coordinator or the facility manager.
- B. Attendance must not exceed the maximum capacity of the room or field in which the event is taking place.
- C. Events must end by 12 midnight unless given special permission by the facilities manager.

Dance/ Concert Stipulations

All dances or concerts that are "open" events must have club members or designated individuals working security. Security jackets, t-shirts and hats can be reserved through the Clubs Office.

All dances or concerts taking money at the door must have a cash box in which to keep the money. Cash boxes are available through the Clubs Office. All money must be deposited into an on-campus account.

All open dance or concert events must have a professional staff member or university representative present. Closed events do not require the presence of a staff or university representative.

Festival Stipulations

Festivals are considered “open” events. Organizers may need to check with facility managers, Plant Operations and/or the Environmental Health and Safety Department. The Clubs Coordinator will give sponsoring organization general direction in how to appropriately execute campus events of this nature.

All festivals must have club members or designated individuals working security. Security jackets, t-shirts and hats can be reserved through the Clubs Office. Security must inspect bags for alcohol, other drugs and any inappropriate items such as weapons.

All festivals taking money at the door must have a cash box in which to keep the money. Cash boxes are available through the Clubs Office. All money must be deposited into an on-campus account.

All festivals must have a professional staff member or university representative accessible.

Show Stipulations

All shows are considered “open” events. Organizers are required to obtain approval and facility reservation from facility managers.

All shows taking money at the door must have a cash box in which to keep the money. Cash boxes are available through the Clubs Office. All money must be deposited into an on-campus account.

A professional staff member must be present for at least one show rehearsal.

Speaker and Discussion Stipulations

Organizers are required to obtain approval and facility reservation from facility managers.

All speaker/discussion events taking money at the door must have a lock box in which to keep the money. Lock boxes are available through the Clubs Office. All money must be deposited into an on-campus account.

For events involving politicians, potentially controversial speakers or those that involve an unusual request, it may be necessary to hire security personnel to maintain a safe environment or require an unbiased moderator. The Clubs Coordinator, in association with the Student Life Office will make this determination.

Physical Activities Stipulations

Due to their high risk nature, certain activities are not permitted to occur at Humboldt State University Club events. HSU will determine, through the Clubs Coordinator and the Office of Student Life, on a case by case basis, whether an event or activity is deemed too risky to occur. The university assumes no responsibility for club members engaged in physical activities off campus and as part of a campus recognized club (unless prior approval is arranged through the Clubs Coordinator and the Office of Student Life).

Participation in physical activities on campus is completely voluntary. Humboldt State does not provide accident/medical insurance for club members. If an individual is injured at a club event, he/she is personally responsible for related medical expenses. When clubs sponsor activities, with the potential for injuries, participants are required to complete a Release of Liability form (liability forms are available through the Clubs Office or on the Clubs website).

The Release of Liability form serves two important purposes – it notifies the participant that accident/medical insurance is not provided for the activity and it clarifies the responsibility of the individual, the university and the club in situations when injuries may occur. Release of Liability forms can be filled out at the event site but must be completed prior to the individual participating in the activity.

The Release of Liability form does not release clubs from the responsibility of providing a safe environment for the activity. The Clubs Coordinator is available to provide risk management consultation during the event planning process.

Following is the risk level matrix that the Clubs Coordinator utilizes for determining activity risk level. Each risk level requires a different approval process (to be determined by the Clubs Coordinator).

Low Risk	Medium Risk	High Risk
Club Meeting/Workshop Movie Showing/ Art Exhibit	Dance/Concert or Show Food Served Light Physical Activity	Audience Precautions Alcohol Served Heavy Physical Activity
Discussion/Forum On-Campus Attendance Under 50	Off Campus/ In California Attendance Over 50	Off Campus/ Outside of California Attendance over 200

Viewing Copyrighted Material Stipulations

Events that include the viewing of media (i.e. DVD's, videos and Blue Ray) that are copy-

righted must adhere to the following guidelines. It is a violation of copyright law to charge admission to view copyrighted material in this manner.

1. There can be no charge for admission.
2. There must be an educational objective and discussion before or following the viewing.

Alcohol Stipulations for Events

An officially recognized campus organization (student, staff, faculty, administrative) may sponsor a function on campus at which alcoholic beverages might be served. In sponsoring such a function, the organization and its officers accept the following:

1. Provision of non-alcoholic beverages and snacks;
2. Acceptance of all damages incurred during the activity;
3. Any clean-up necessary to restore the facility to its original condition;
4. Maintenance of decorum appropriate to the University setting;
5. Approval of the Building/Facility Coordinator;
6. Proof of age as determined by valid identification (driver's license, etc);
7. The use of a licensed server employed by an organization which has a minimum of \$1,000,000.00 of liquor liability insurance (for example, Lumberjack Enterprises, Inc.)

This policy is designed for use only on special occasions by the sponsoring group. Alcohol permits are issued for only one day.

The above functions are to be open only to the membership of the sponsoring entity and others who can reasonably be considered guests. This policy is not intended to apply to events that are open to the public, such as cultural events, athletic events, concerts, or dances.

Requests to serve alcohol at a University event shall be submitted for approval to the President or his designee (as follows) not later than five days prior to the event. Permits may be obtained in the office of the Vice President for Student Affairs.

- Requests for the serving of alcoholic beverages at events involving student participation and for events occurring in the University Center, including the first floor of Nelson Hall East, shall be submitted for approval to the Vice President for Student Affairs.

NOTE: Permits for student clubs and/or organizations will only be issued to staff/faculty advisors, not students.

Failure to abide by the Use of Alcoholic Beverages Policy can result in club suspension, civil action, criminal action and/or University judicial action being brought against the club, individual members and/or the advisor. Please direct any questions about the alcohol policy to the Clubs Coordinator in advance of the event.

To view the Alcohol policy please visit the Student Affairs Website at:
http://studentaffairs.humboldt.edu/vpoffice/alcoholic_beverages.php

CHAPTER 10: STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

Student Code of Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

http://studentaffairs.humboldt.edu/Download/judicial/code_of_conduct.pdf

Grounds for Student Discipline

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

Filing of Formal Complaint Against Student Club(s)

Complaints regarding alleged violations of the responsibilities by a student club(s) should be directed to the Office of Student Affairs. Complaints must be submitted in writing within sixty calendar days of the alleged infraction and include a specific, detailed description of the grounds of the complaint including names, dates, places, times and other information necessary for complete understanding. A complaint is not necessary for the Clubs Coordinator to determine that charges should be initiated.

- Step 1: A complaint is filed with Student Affairs or information is obtained from the Clubs and Activities Coordinator
- Step 2: The Clubs and Activities Coordinator (or designee) conducts an investigation.
- Step 3: The Clubs and Activities Coordinator (or designee) may hold a conference with the officers of the club(s) charged. If a resolution is reached during the conference and the club(s) charged accepts the recommended sanction stated in the conference, the resolution and recommended sanction are put in writing, signed by the club(s), and approved by the Associate Dean of Students. This ends the proceedings. If a resolution is not reached during the conference, proceed to Step 4.
- Step 4: A formal hearing is held and conducted according to the following:
 - A. The Vice President of Student Affairs appoints a campus official(s) to serve as a formal hearing officer(s).
 - B. The Associate Dean of Students sends the club(s) a Notice of Hearing.

- C. Hearings are closed to all persons other than the person(s) conducting the hearing, the officers of the club(s) charged, the Clubs & Activities Coordinator, the club(s) advisor, and the witnesses while they are testifying.
- D. Club(s) and the University may not be represented by attorneys during the hearing process.
- E. The Club Hearing Officer may ask questions of the representative(s) and allow for presentations to be made.
- F. The Club Hearing Officer submits his or her recommendations to the Vice President of Student Affairs.
- G. After reviewing the Club Hearing Officer's recommendation, the Vice President of Student Affairs makes the final decision regarding disciplinary action.
- H. The Vice President of Student Affairs notifies the club(s) charged of his or her decision.

Club Sanctions

Sanctions for organizational violations may include, but are not limited to: reprimands, restitution, apologies, probation, suspension in abeyance, participation in educational workshops, educational presentations to other organizations or groups, community service, monetary fines, constructive requirements appropriate for the offense, suspension of specific privileges (e.g., restriction of posting or tabling privileges on campus, etc.), and suspension or revocation of official recognition.

Any violation of policy is subject to possible sanctions or termination of the club. These situations will be handled on a case by case basis by the Clubs Coordinator in conjunction with the Office of Student Life.

Claiming that a function or event is "not sponsored by the club" or not putting the club name on advertisements does not necessarily remove the club from responsibility.

Suspension of any organizations will result in the organization:

1. Receiving a written letter as part of the organization's file.
2. Losing all access to University facilities, equipment, programs and other privileges for a defined period of time.
3. Loss of all privileges to participate in University events or events utilizing University resources for a defined period of time.
4. Loss of privilege to use the University's name.

****Revocation of Recognition*** means the University retracts its recognition of the organization resulting in the loss of all University rights and privileges on a permanent basis.

CHAPTER 11: ADDITIONAL CAMPUS POLICIES

Anti-Discrimination Policy

Discrimination is not tolerated by Humboldt State University. All clubs must include in their constitution:

“Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, age, sex, disability, veteran’s status, or sexual orientation, except as sanction by law (California Administrative Code, Title 5, Section 41500; Education Amendments of 1972, Title IX).”

Additionally, every HSU recognized student organization will need to reaffirm their commitment to our anti-discrimination policy on an annual basis through space provided on the HSU club contact card.

Hazing and Initiation Policy

Abusive behavior toward, or hazing of, a member of the campus community is forbidden and is a violation of state law and university regulations. Hazing includes “any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm” to any student or member of the campus regardless of location, intent, or consent of the participants.

Joining an on-campus organization should be a positive experience. Initiation rituals should focus upon the positive aspects of both the organization and the individual. Participation in a hazing practice will result in both individual and organizational disciplinary action, including possible expulsion. Commission of hazing is also a misdemeanor, punishable by up to one year in jail and up to a \$5,000 fine. Disciplinary action will also be instituted against organizational officers that permit hazing to occur within their own organization.

Examples of prohibited hazing activities include but are not limited to:

- Paddling, shoving, or otherwise striking individuals.
- Compelling individuals to consume alcohol or drugs.
- Compelling individuals to eat or drink foreign or unusual substances, or compelling the consumption of undue amounts of food.
- Having substances thrown at, poured on or otherwise applied to the bodies of individuals.
- Morally degrading or humiliating games, or any other activities that make the individual the object of ridicule.
- Transporting individuals against their will, abandoning individuals at distant locations, conducting a kidnap or engaging in any “road trip” or “ditch” that might in any way endanger or compromise the health, safety, or comfort of any individual.

- Causing an individual to be indecently exposed or violating accepted social customs in regards to sex and relations between the sexes.
- Activities that require a person to remain in a fixed position for a long period of time.
- “Line-ups” involving intense demeaning intimidation or interrogation, such as shouting obscenities or insults.
- Assigning activities such as pranks or scavenger hunts that compel a person to deface property, engage in theft, or harass other individuals or organizations.
- Tests of courage, bravery, or stamina.
- Compelling individuals to wear or carry unusual, uncomfortable, degrading, or physically burdensome articles or apparel.

Any activity as described above upon which the initiation or admission into, or affiliation with the organization is directly or indirectly conditioned, or which occurs during a pre-initiation or initiation activity shall be presumed to be “compelled” activity, the willingness of an individual to participate in such an activity notwithstanding.

Free Speech

The right to free speech, when applied in a university context, can be complicated and confusing. The following link to the Handbook of Free Speech Issues provides basic information and is intended to be a campus resource when particular questions arise. University Counsel are always available to help respond to questions about specific situations.

Free Speech on CSU Campuses

The First Amendment does not guarantee access to property that is owned by the government. No one, including “students, teachers, or anyone else has an absolute constitutional right to use all parts of a school building or its immediate environs for unlimited expressive purposes.”

However, because CSU campuses are public institutions – and public universities are considered to be the quintessential “marketplaces of ideas” – the rights of both the campus community and the general public to engage in free speech activities on CSU campuses are quite broad. Please review the Handbook of Free Speech Issues for additional information at: http://www.calstate.edu/gc/Docs/Free_Speech_Handbook.doc

The University regulates time, place, and manner of all forms of speech, presentations, solicitations, and sales.

University Center Bulletin Board Policy

REGULATIONS

The following are guidelines for all flyers to be posted on General Bulletin boards:

1. The number of flyers allowed to be posted is as follows:
 - On-campus events: 50 copies
 - Off-campus events/all other: 20 copies
2. All publicity must be approved, stamped, and dated at the University Center Information.
3. Posters and signs are to be placed only on designated bulletin boards and only with thumbtacks. These boards are marked "General" and are located in various buildings throughout the campus. A list can be obtained at the UC info. Desk.
4. All other bulletin boards, unmarked or identified as departmental, are under the control of the Facility coordinator and/or the department located in the area of the board. This policy does not include the use of those boards.
5. Publicity may be posted for a maximum of 14 calendar days.
6. Any poster or sign that has not been stamped, has exceeded its expiration date, or has been improperly posted will be removed.
7. No publicity will be permitted that might deface or damage university property (i.e. posted using staples, taped onto painted surfaces, painted, etc.)
8. No Authorized and current publicity may be removed from bulletin boards or covered to make room for additional publicity.
9. This Policy applies to publicity posted at Humboldt State University. For information regarding posting off-campus contact the appropriate government agency, (City Hall, etc.).

ENFORCEMENT

Violations of the Bulletin Board Policy shall be reported to the Clubs and Activities Coordinator. Organizations in violation shall be informed and their publicity materials will be removed from the campus bulletin boards. Any additional violations shall be sent to the Department of Public Safety for further action. Publicity privileges' may be suspended or revoked by the University at any time for violations.
